**Issues orders *re.* expeditious disposal of Pension and General Provident Fund cases.**

## OFFICIAL MEMORANDUM

No. FD 235 PPF 63, DATED BANGALORE, THE 17TH FEBRUARY 1964
(MAGHA 28, SAKA ERA 1885).

According to para 2 of Government Letter No. FD 158 PEN 59, dated 22nd/24th December 1959, every Office/Department has to prepare a list every six months *i.e.*, on 1st January and 1st July of all Government Servants who will attain the age of superannuation twelve to eighteen months hence with a view to initiating action regarding preparation of Pension Records. A *pro forma* in which such a list should be prepared is shown in Annexure for information and guidance of all concerned. The list should be prepared as on 1st January and 1st July every year and should be sent to the Accountant General, Bangalore not later than 31st January and 31st July of the same year.

By Order and in the name of the Governor of Mysore,

C. R. SESHADRI,
*Under Secy. to Govt., F. D.*

## ANNEXURE

List of Officers employed in the Office/Department..... as on 1st January 196 /1st July 196 , who are due for superannuation between 1st January to 30th June/1st July to 31st December of the next Official year.

(To be sent to the Accountant General by the 31st January/31st July at the latest).

| Sl. No. | Name of Officer | Date of Birth | Appointment held in Officiating capacity, scale of pay, etc. | Appointment held in substantive capacity, scale of pay, etc. | Date of Superannuation. | If on extension of service the date of expiry of the present extension. | The No. and date of communication with which attention of the officer has been invited to rules 321 and 327 of Mysore Civil Service Rules. | Whether the Officer has made a formal application for pension, if so, the date of receipt of such application. | Provident Fund Account No. | Remarks. |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |